



King County

Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

Invitation to Bid

ADVERTISED DATE: AUGUST 17, 2006

Invitation to Bid (ITB) Title: Scheduled Elevator Maintenance, and On-Call Service & Repair

ITB Number: IT13132-ART

Due Date: September 14, 2006 – 2:00 pm

Buyer: Alan Terhune, alan.terhune@metrokc.gov, 206-684-1067

Term Supply of Scheduled Elevator Maintenance, Service & Repair

Furnish scheduled Elevator Maintenance Service, and On-Call Service & Repair as requested by King County Construction and Facilities Management personnel (or from other Departments when accepted by Contractor) in accordance with the attached instructions, requirements and specifications.

TOTAL BID PRICE: \$ _____

Pre-Bid Conference will be held on August 24, 2006 at six (6) locations: 1) 9:00 am N. Multiservice Ctr., 10501 Meridian Ave. N. Seattle; 2) 10:00 am KC Courthouse, Information Desk, 516 3rd Ave., Seattle; 3) 11:00 am, KC Correctional Facility, 5th & James, Seattle; 4) 12:00 pm KC Youth Svc. Ctr., 1211 E. Alder St., Seattle; 5) 1:30 pm, Barclay / Dean Bldg, 4623 7th Ave. S., and 6) 3:00 pm, KC Blackriver, 900 Oaksdale Ave., Renton

Sealed Bids are hereby solicited
and will only be received by:
King County Procurement Services Section
Exchange Building, 8th Floor
821 Second Avenue
Seattle, WA 98104-1598
Office Hours: 8:00 a.m. – 5:00 p.m.
Monday - Friday

BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW.

We acknowledge that **Addenda numbered _____ to _____** have been examined as part of the Contract documents. The submittal is signed by an authorized representative of the Bidder accepting all terms and conditions contained in the bid and any addenda. We acknowledge that attaching our terms and conditions or modifying the ITB terms and conditions may result in our bid being rejected.

Company Name

Address

City/State /Postal Code

Signature

Print name and title

Email

Phone

Fax

SEDB/DBE Certification Number

Upon request, this Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities.

SECTION 1 Instruction To Bidders

1.1 Introduction

The purpose of this Invitation to Bid is to establish a contract to provide Scheduled Elevator Maintenance and On-Call Service and Repair services on an as-needed basis. Any quantities listed herein are for bidding purposes only and represent King County's estimated annual requirements. The County will be neither obligated nor restricted to the quantities or locations indicated.

1.2 Bid Submittal Procedure

The original and (2) copy(s) of this solicitation document shall be completed, signed and submitted. Failure to return the solicitation document may result in disqualification of the Bidder. The original shall be noted or stamped "original". Bids and modifications thereof shall be enclosed in a sealed envelope, with the "Bid Opening Label" completed and affixed.

Bidders are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed bids shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this ITB or as amended. The bidder shall show the title and number, the due date specified, and the name and address of the bidder on the face of the envelope. Bidders are cautioned that failure to comply may result in non-acceptance of the bid. The Bidder accepts all risks of late delivery of mailed bids or of mis-delivery regardless of fault. Bids properly and timely submitted will be publicly opened.

Bids will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one bid for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a bid, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this ITB and state reason they did not submit a bid.

1.3 King County Internet Web Site

King County is committed to reducing costs and facilitating faster communication to the community by using electronic means to convey information. As such, most Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at http://metrokc.gov/procurement/rfp_rfq_itb/new_goods.aspx.

Please note any special messages regarding a particular solicitation. This information is posted at the Web Site as a convenience to the public, and is not intended to replace the King County process of formally requesting solicitation documents.

It is important that you register with King County Procurement and Contract Services after downloading documents from the RFPs, RFQs and ITBs - Consultants and Goods/Services websites. Failure to register may result in you not being notified of any addenda, which may result in rejection of your bid/proposal as non-responsive. To register, access [Contact Us > > Registration Form](#). Thank you for your cooperation.

Only bids, modifications of bids received in accordance with the requirements of this ITB will be accepted. Facsimile or electronic bids will not be considered.

After all bids have been opened, the County will post a listing of the Bidders submitting bids, or the name of a person to contact for bid results at the King County Internet site. Please refer to the web site for a listing, as well as a notification of a final award.

1.4 Alterations to Document

Any addition, limitation or provision made or attached to the bid may render it non-responsive and/or irregular and be cause for its rejection.

Bidders may be required to submit additional documents as part of the bid package. Any alteration of such documents by erasure or interlineations shall be explained or noted and initialed by the Bidder.

1.5 Late Bids

Bids, modifications of bids, and withdrawal of bids received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

1.6 Cancellation of ITB or Postponement of Bid Opening

The County reserves the right to cancel the ITB at any time.

The County may change the date and time for submitting bids prior to the date and time established for submittal.

1.7 Addenda

Bidder shall acknowledge receipt of all "Addenda" issued during the bid process. Failure to acknowledge receipt of all addenda may result in a bid being determined non-responsive.

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the ITB, the County will issue a written Addendum to the ITB.

1.8 Questions and Interpretation of the ITB

No oral interpretations of the ITB will be made to any Bidder. All questions and any explanations must be requested in writing and directed to the Buyer no later than seven (7) days prior to the due date specified in the solicitation. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all bidders by an addendum.

Days, as referenced in this document, are calendar days unless otherwise specified.

Communications concerning this bid, with other than the listed Buyer may cause the Bidder to be disqualified.

1.9 Examination of Bid Documents

The submission of a bid shall constitute an acknowledgement upon which the County may rely that the Bidder has thoroughly examined and is familiar with the ITB, including any work site identified in the ITB, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Bidder to comply with above requirement shall in no way relieve the Bidder from any obligations with respect to its bid or to any Contract awarded pursuant to this ITB. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this ITB.

1.10 Modifications of Bid or Withdrawal of Bid Prior to Bid Due Date

At any time before the time and date set for submittal of bids, a Bidder may submit a modification of a bid previously submitted to the County. All bid modifications shall be made in writing, executed and submitted in the same form and manner as the original bid.

Bids may be withdrawn by written notice received prior to the exact hour and date specified for receipt of bids. A bid also may be withdrawn in person by a Bidder or authorized representative provided their identity is made known and they sign a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. All requests for modification or withdrawal of bids, whether in person or written, shall not reveal the amount of the original bid.

1.11 Bid Withdrawal After Public Opening

Except for claims of error granted by the County, no Bidder may withdraw a bid after the date and time established for submitting bids, or before the award and execution of a Contract pursuant to this ITB, unless the award is delayed for a period exceeding the period for bid effectiveness.

Requests to withdraw a bid due to error must be submitted in writing along with supporting evidence for such claim for review by the county. Evidence must be delivered to the county within two (2) business days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a bid and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other bid error or mistake, and the sole liability for any bid error or mistake rests with the Bidder.

1.12 Cost of Bid and Samples

The County is not liable for any costs incurred by Bidder in the preparation and evaluation of bids submitted. Samples of items required must be submitted to the location and by the time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the bidder's request and expense.

1.13 Collusion

By signing this bid, the Bidder certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the County determines that collusion has occurred among Bidders, none of the bids from the participants of such collusion will be considered. The County's determination will be final.

1.14 Bid effective Date

All bids submitted shall be a firm bid for a minimum period of 90 days after the bid opening date, unless otherwise stated in writing in the bid. The County may request a Bidder grant an extension of the bid effective period.

1.15 Bid Price and Tax

The bid price shall include everything necessary for the prosecution and completion of the Contract, except as may be provided otherwise in this ITB.

Bid Prices shall include all freight charges, FOB to the designated delivery point(s).

Taxes: Sales/use taxes and Federal excise taxes shall not be included in the bid price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an

appropriate amount to the Contractor for payment to Washington State. The Bidder is cautioned that taxes may be a factor in evaluating the total cost of bid.

The County is exempt from Federal excise and Transportation taxes. All other government taxes, duties, fees, licenses, permits, royalties, assessments and charges shall be included in the bid price. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.

1.16 Protest Procedures

King County has a process in place for receiving protests based upon invitation to bid or contract awards. The protest procedures:

http://www.metrokc.gov/procurement/documents/U_014_Protest_Procedures.doc, are available from the King County Procurement web site: <http://www.metrokc.gov/procurement/faq/supplier.aspx>.

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SECTION 2 Bid Evaluation and Contract Award

2.1 Evaluation of Bids

Bids will be evaluated by the County to determine which bid, if any, may be deemed to be the low responsive bid from a responsible bidder, and should be accepted in the best interest of the County.

The King County Contracting Opportunities Program is incorporated in this ITB, see Attachment A – “King County Contracting Opportunities Program”. The determination of lowest responsive, responsible bidder will include the application of the five (5) percent incentive factor for Small Economically Disadvantaged Businesses (SEDB).

King County may use prompt payment discount terms in evaluation of this ITB; however, discounts terms of less than twenty (20) days will not be considered. Minimum acceptable payment terms by the County without benefit of twenty (20) day discount will be net 30 days.

In the event of a discrepancy between the unit price and the extended amount for a bid item, the unit price will govern.

2.2 Responsive and Responsible

Responsive

The County will consider all the material submitted by the Bidder, and other evidence it may obtain otherwise, to determine whether the Bidder is in compliance with the terms and conditions set forth in this ITB.

Responsible

In determining the responsibility of the bidder, the County may consider:

- the ability, capacity and skill to perform the Contract or provide the service required
- the character, integrity, reputation, judgment and efficiency
- financial resources to perform the Contract properly and within the times specified,
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims
- compliance with federal, state and local laws and ordinances relating to public contracts
- other information having a bearing on the decision to award the Contract.

Failure of a bidder to be deemed responsible or responsive may result in the rejection of a bid.

2.3 Financial Resources and Auditing

If requested by the County, prior to the award of a contract, the bidder shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

2.4 King County Contracting Opportunities Program

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods or services. The Program is open to all SEDB firms certified by King County's Business Development and Contract Compliance Office. To learn more about this program see "Attachment A" of this solicitation.

2.5 Forms Required Before Contract Award

The Bidder shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award. Failure by the Bidder to submit required documents may result in rejection of the bid.

- [Equal Benefit Worksheet and Declaration Form](#)
- [Personnel Inventory Report*](#)
- [Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity*](#)
- [Statement of Compliance – Union or Employee Referral Agency Statement*](#)
- [Internal Revenue Service Form W-9 *](#)
- [504/ADA Assurance of Compliance](#) –
- **Certificate of Insurance and Endorsement *** – Have Insurance Agent e-mail or Fax to Buyer evidence of insurance from insurer(s) satisfactory to the county certifying to the coverage of insurance set forth in this ITB.

*If not on file with the County

2.6 Rejection of Bids

The County reserves the right to reject any bid for any reason or to waive informalities and irregularities in bids.

In consideration for the County's review and evaluation of its bid, the Bidder waives and releases any claims against the County arising from any rejection of any or all bids, including any claim for costs incurred by Bidders in the preparation and presentation of bids submitted in response to this ITB. In addition, Bidders waive the costs of providing additional information requested.

2.7 Single Bid Receipt

If the County receives a single responsive, responsible bid, the County may request an extension of the bid acceptance period and/or conduct a price or cost analysis on such bid. The Bidder shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single bid; the County reserves the right to reject such bid or any portion thereof.

2.8 Public Disclosure of Bids

This procurement is subject to the Washington Public Disclosure Act, RCW (Revised Code of Washington) 42.17.250 et seq. Bids submitted under this ITB shall be considered public documents unless the documents are exempt under the public disclosure laws. After the selection process has been concluded and a contract has been signed by both parties bids shall be available for inspection and copying by the public.

If a Bidder considers any portion of its bid to be protected under the law, the Bidder shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Bidder of the request and allow the Bidder fifteen (15) Days to take whatever action it deems necessary to protect its interests. If the Bidder does not take such action within said period, the County will release the portions of the bid deemed subject to disclosure. By submitting a bid, the Bidder assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

2.9 Contract Award

Contract award, if any, will be made by the County to the low, responsive, responsible Bidder. The County will have no obligations until an award is made and an order placed with the Contractor. The County reserves the right to award one or more contracts as determined to be in the County's best interest. The County may accept any individual item, or group of items, or schedules of any bid, unless otherwise stated herein.

A written award mailed or otherwise furnished to a Contractor within the time for acceptance shall be a binding contract.

SECTION 3 Standard Contractual Terms and Conditions

3.1 Administration

This Contract is between the County and the Contractor who shall be responsible for providing the goods and services described herein. The County is not party to defining the division of work between the Contractor and its Subcontractors. The Contractor represents that it has or shall obtain all duly licensed or qualified personnel, materials and equipment required to perform work hereunder.

The Contractor's performance under this Contract may be monitored and reviewed by a Project Manager appointed by the County. Reports and data required to be provided by the Contractor shall be delivered to the Project Manager or Buyer. Questions by the Contractor regarding interpretation of the terms, provisions and requirements of this Contract shall be addressed to the Buyer or Project Manager for response.

3.2 Contract Amendments

No oral order or conduct by the County shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the County. The County reserves the right to amend the contract to add or delete goods or services within the intended scope of this contract. This may include, but is not limited to:

- Approval of replacements for discontinued items
- Add items of like function, or similar in nature or purpose to the originally listed products
- The provision of ancillary services in response to minor changes in County needs
- Extend the contract to include optional terms

Cost or Price Analysis may be required by the County for the evaluation of contract modifications, terminations, revision to contract requirements or other circumstances as determined by the County.

3.3 Invoices and Payment

The Contractor shall submit properly certified invoices to King County. The invoice(s) shall contain the following information: The purchase order/contract number, item numbers, description of supplies or services, quantities, unit prices, extended totals, and discounts, if applicable. For services, identify specific deliverables, and/or hourly rates, hours worked, total hours or related fees.

The Contractor shall bill to the address on the purchase order. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if the invoice is returned for credit or correction.

When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery accepted by the County.

Failure to comply with these requirements or to provide an invoice in conformance with the contract may delay payment.

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

King County will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If a price increase has not been accepted in writing by King County, the invoice may be rejected and returned to the Contractor for a correction.

3.4 Rejection of Goods Or Services

After award, the Buyer or authorized County representative shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of the specification and the bid. All rejected goods or services shall be promptly replaced or re-performed and be subject to approval by the County. All replacement goods and services shall be provided at the Contractor's own expense.

3.5 Re-procurement Costs

When a Contractor fails to furnish goods or services in accordance with the terms of this Contract, and the County must purchase at a price greater than the contract price, the difference may be charged to the Contractor. The County may exercise this charge as a credit against invoices due the Contractor.

3.6 Termination For Convenience/Default/Non-appropriation

A. Termination for Convenience

The County for its convenience may terminate this Contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Contractor. After receipt of a Notice of Termination ("Notice"), and except as directed by the County, the Contractor shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Contractor will be paid its costs, including necessary and reasonable Contract close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the notice. The Contractor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Contractor has any property in its possession belonging to the County, the Contractor shall account for the same and dispose of it in the manner the County directs. All termination payment requests may be subject to Cost or Price Analysis to determine reasonableness and compliance with the Contract and applicable laws and regulations.

B. Termination for Default

If the Contractor does not deliver work in accordance with the Contract, or the Contractor fails to perform in the manner called for in the Contract, or the Contractor fails to comply with any material provisions of the Contract, the County may terminate this Contract, in whole or in part, for default as follows:

A Notice to Cure will be served on the Contractor by certified mail (return receipt requested) or a delivery service capable of providing a receipt. The Contractor shall have ten (10) Days from the date the Notice to Cure was served to cure the default or provide the County with a detailed written plan, which indicates the time and methods needed to bring the work into compliance and cure the default.

If the Contractor has not cured the default or the plan to cure the default is not acceptable to the County, the County may terminate the Contract. Termination shall occur by serving a Notice of Termination by certified mail (return receipt requested) or delivery service capable of providing a

receipt on the Contractor setting forth the manner in which the Contractor is in default and the effective date of termination.

The Contractor will only be paid for work delivered and Accepted, or work performed in accordance with the manner of performance set forth in the Contract less any damages to the County caused by or arising from such default. All termination payment requests are subject to Cost or Price Analysis to verify compliance with the Contract and applicable laws and regulations.

The termination of this Contract shall in no way relieve the Contractor from any of its obligations under this Contract nor limit the rights and remedies of the County hereunder in any manner.

C. Termination for Non-Appropriation

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth in this Contract or in any amendment hereto, the County may, upon written notice to the Contractor, terminate this Contract in whole or in part.

In accordance with King County Code 4.04.040B.6, payment shall not exceed the appropriation for the year in which termination is effected. If this Contract is terminated for non-appropriation, the County shall be liable only for payment in accordance with the terms of this Contract for performance rendered prior to the effective date of termination; and, the Contractor shall be released from any obligation under this contract or a related Purchase Order to provide further work pursuant to the Contract as are affected by the termination.

Funding under this Contract beyond the current appropriation year is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, the Contract shall terminate at the close of the current appropriation year. The appropriation year ends on December 31 of each year.

3.7 Force Majeure

The term force majeure shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, fire, accidents shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract. If any party is rendered unable, wholly or in part, by a force majeure event or any event cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination for Default.

Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less priority in respect to such allocation than any of the Contractor's other customers.

3.8 Taxes, Licenses, and Certificate Requirements

This Contract and any of the work provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to provide the specified goods or services consistent with applicable federal, state or local laws and regulations. If, for any reason, the Contractor's required compliances are

terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing.

The Contractor and subcontractor(s) shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as applicable to the work under this Contract.

3.9 Assignment

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party. This provision shall not prevent the Contractor from pledging any proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee, and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

3.10 Indemnification and Hold Harmless

- A. In providing services under this Contract, the Contractor is an independent contractor, and neither the Contractor nor its officers, agents or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County and its officers, agents and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of this Contract.

- B. The Contractor further agrees that it is responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act and/or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.
- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington or US Government (when any funds for this Contract are provided by them)], their officers, employees, and agents from any and all costs, fees (including attorney fees), claims, actions, lawsuits, judgments, awards of damages or liability of any kind, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, subcontractors or any tier and/or agents. The Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, subcontractors of any tier or agents.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this paragraph C, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

- D. For purposes of paragraphs A and C above, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.
- E. In the event the County incurs attorney fees and/or costs in the defense of claims within the scope of paragraphs A and C above, such attorney fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.
- F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.
- G. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

3.11 Applicable Law and Forum

Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington, including, but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract shall only be filed in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle.

3.12 Conflicts of Interest and Non-Competitive Practices

By entering into this Contract to perform work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the work required to be performed under this Contract. The Contractor shall not employ any Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

By entering into this Contract to perform work, the Contractor represents that no Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Contractor or any of its agents; employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

3.13 Disputes, Claims and Appeals

The Contractor shall address questions or claims regarding the Contract in writing to the Buyer and Project Manager, within ten (10) Days of the date on which the Contractor knows or should know of the question or claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. No claim shall be allowed for any costs incurred more than ten (10) Days before the

Contractor gives written notice, as required in this section. The Buyer and Project Manager shall ordinarily respond to the Contractor in writing with a decision, but absent such written response, the question or claim shall be deemed denied upon the tenth (10th) Day following receipt by the Buyer and Project Manager.

In the event the Contractor disagrees with the determination of the Buyer and Project Manager, the Contractor shall within five (5) Days of the date of such determination, appeal the determination in writing to the Procurement and Contract Services Section Manager. Such written notice of appeal shall include all information necessary to substantiate the appeal. The Procurement and Contract Services Section Manager shall review the appeal and make a determination in writing, which shall be final. Appeal to the Procurement and Contract Services Section Manager shall be a condition precedent to alternative dispute resolution or litigation.

Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the Buyer or Project Manager. Failure to comply precisely with the time deadlines under this subsection as to any claim shall operate as a waiver and release of that claim and an acknowledgement of prejudice to the County.

3.14 Maintenance of Records/Audits

The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all project funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.

All records referenced in the paragraph above, shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.

The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the state and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Contractor in the case of fiscal audits to be conducted by the County.

The Contractor agrees to cooperate with the County or its designee in the evaluation of services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.17.

3.15 Other Public Agency Orders

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

3.16 Environmental Purchasing Policy

Offerors able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in bids and proposals.

The Offeror and Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the contract and shall, whenever practicable, use both sides of the paper. (Reference: KCC 10.16 & King County Executive Policy CON 7-1-2).

3.17 Industrial and Hazardous Waste

The Contractor shall comply with all applicable local ordinances, state and federal statutes, and supporting rules and regulations governing the discharge of industrial waste to public sewer, private sewer, or side sewer tributary to the metropolitan sewer system.

Contractor shall handle and dispose of all hazardous wastes in compliance with all applicable local, state and federal laws and regulations, including the Resource Conservation and Recovery Act, the Washington Hazardous Waste Management Act, and applicable rules and regulations of the Environmental Protection Agency and the Department of Ecology governing the generation, storage, treatment, transportation or disposal of hazardous wastes.

3.18 Patents and Royalties

The Contractor is responsible for paying all license fees, royalties or the costs of defending claims for the infringement of any intellectual property that may be used in performing this Contract.

3.19 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your bid. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

3.20 Nondiscrimination and Equal Employment Program

During the performance of this contract, neither the Contractor nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract. King County Code, and all applicable state and federal anti-discrimination laws, rules, regulations and requirements are incorporated herein by reference, and such requirements shall apply to this contract. Ref: KCC 12.16, 12.17, and 12.18.

3.21 Equal Benefits To Employees With Domestic Partners

King County's Equal Benefits (EB) Ordinance 14823 states that to be eligible for award of contracts at a cost of \$25,000.00 or more, firms must not discriminate in the provisions of employee benefits between employees with spouses, and employees with domestic partners. The successful Contractor, bidder or proposer shall be required to complete a Worksheet and Declaration form. Compliance with Ordinance 14823 is a mandatory condition for execution of a contract. The EB Compliance forms, and Ordinance 14823 are available online at: <http://www.metrokc.gov/procurement/forms/eb.aspx>.

3.22 Non-Waiver of Breach

No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

3.23 Severability

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal, or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid, and enforceable and have the intent and economic effect as close as possible to the invalid, illegal, and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Contract. The invalidity, illegality or unenforceability of any provision shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain valid and binding.

SECTION 4 Specific Contractual Terms & Conditions

4.1 Contract Value

The estimated annual value of this contract is approximately \$175,000.00. King County will not be limited, restricted or bound by this dollar value, nor shall the County be obligated to purchase any goods or services contained in this ITB.

4.2 Contract Term

The initial term of this Contract will be one year and may be extended for four (4) additional one-year periods at the option of the County, subject to the termination clauses contained herein. King County reserves the right to extend the term if determined to be in the best interest of the County.

Contracts or purchase orders will be issued by the County. Contract amendments or change orders issued by the County may reflect modification(s) of contract terms, funding or other matters.

King County reserves the right to purchase the goods or services described herein from other sources. The Contractor does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity, or any quantity contained in this Contract.

4.3 Price Revisions For Other Than Catalog Items

Prices shall remain firm for the duration of the initial Contract period. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial Contract period. The Contractor shall supply documentation satisfactory to King County such as documented changes to the Producers Price Index for the commodity, the Consumer Price Index for the Seattle-Tacoma-Bremerton area, or a manufacturer's published notification of price change(s).

King County will evaluate this information to determine if revising the pricing is considered fair and reasonable to the satisfaction of King County. Requests for any such change are to be made in writing to the Buyer in the Procurement Services Division office. A written change order issued by the County will institute the price adjustment, provide the new prices and establish the effective date for the new prices.

The Contractor shall endeavor to give the King County Procurement Services Section thirty (30) days but not less than fourteen (14) days written notice prior to the effective date of the price increase. The County may cancel the contract if the price increase request is not approved.

All price reductions at the manufacturer's or distributor's level shall be reflected in a reduction of the contract price(s) to King County retroactive to the effective date of the price reductions.

4.4 Price Revisions Parts and Materials (Catalog Items)

Pricing for items ordered under this Contract shall be based on the discount or multiplier identified in the bid and the item's price in the current accepted catalog or price list.

Pricing shall be based on the original catalog or price list until the County has accepted a subsequent catalog or price list. The County may accept a new catalog or price list by using it to determine pricing in future orders. If the County determines the prices contained in new catalogs or price lists are not fair and reasonable, the County may re-bid or purchase the items through any other means available.

4.5 Use Report

The Contractor shall, if requested, submit to the Buyer a report of sales made to King County under this Contract. The report, in a format acceptable to King County, shall identify the detail required by the Buyer, which may include but is not limited to, delivery location, the item description, whether it's a Contract or non-Contract item, quantity, price and discount.

4.6 Warranty

The Contractor warrants that the work performed under this Contract shall be free from defects in material and workmanship, and shall conform to all requirements of this Contract, for a period of at least twelve (12) months from date of acceptance of such work by the County. Any work corrected shall be subject to this subsection to the same extent as the work initially provided.

The bidder shall provide, upon request by the County, their standard warranty. The warranty shall be specific for all components of the equipment regardless of whether these components were built by the original equipment manufacturer or outside suppliers. King County may avail itself of the bidder's standard warranty if more beneficial to the County.

Conducting of tests or inspections, acceptance, or the processing of payment(s) by the County shall not constitute a waiver of any rights under this Contract or in law. The termination of this Contract shall in no way relieve the Contractor from its warranty responsibility.

The Contractor shall ensure that the warranty requirements of this Contract are enforceable through and against the Contractor's suppliers, vendors, distributors and Subcontractors. The Contractor shall cooperate with the County in facilitating warranty related work by such suppliers, vendors, distributors and Subcontractors.

Contractor warrants that the Services shall in all material respects conform to the requirements of this Contract. Contractor warrants that qualified professional personnel with in-depth knowledge shall perform the Services in a timely and professional manner; and that the Services shall conform to the standards generally observed in the industry for similar Services. Contractor warrants that the Services shall be in compliance with all applicable laws, rules and regulations.

4.7 Warranty Remedies

Whenever possible, the contractor shall provide "on the spot" settlement of warranty claims or disputes, and authorize local representatives to act on the equipment manufacturer's behalf.

If at any time during the twelve (12) Month period immediately following acceptance of any work covered by this Contract, Contractor or the County discovers one or more material defects or errors in the work or any other aspect in which the work materially fails to meet the provisions of the warranty requirements herein Contractor shall, at its own expense and within thirty (30) Days of notification of the defect by the County, correct the defect, error or nonconformity.

The County shall give written notice of any defect to the Contractor. If the Contractor has not corrected defect within thirty (30) Days after receiving the written notice, the County, in its sole discretion, may correct the defect itself. In the case of an emergency where the County believes delay could cause serious injury, loss or damage, the County may waive the written notice and correct the defect. In either case the County shall charge-back the cost for such warranty repair to the Contractor.

The Contractor is responsible for all costs of repair or replacement in order to restore the work to the applicable Contract requirements, including shipping charges, for work found defective within the warranty period, regardless of who actually corrects the defect.

4.8 Pricing of Spare Parts

The County shall have the right to conduct a cost or Price Analysis on specific spare parts if pricing appears to be in excess of standard industry pricing for similar parts. Any difference shall be subject to negotiations to the satisfaction of the County. The County is not required to purchase spare parts under this contract if it can purchase the same item(s) from another source under terms that are more advantageous to the County.

4.9 Disability Assurance Compliance (504/ADA)

The Contractor shall complete a 504/ADA Self Evaluation Questionnaire for all programs and services offered by the Contractor (including any services not subject to this Contract) and shall evaluate its services, programs and employment practices for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 (ADA). The Contractor shall complete a 504/ADA Disability Assurance of Compliance prior to execution of a contract.

4.10 Independent Status of Contractor

In the performance of this Contract, the parties shall be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent contractor relationship shall be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Contractor shall not make any claim of right, privilege or benefit, which would accrue, to an employee under chapter 41.06 RCW or Title 51 RCW.

4.11 Non-Disclosure Obligation

Data provided by the County either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize nor distribute the County data in any form without the express written approval of the County.

While performing the work under this Contract, the Contractor may encounter personal information, licensed technology, Software, Documentation, drawings, schematics, manuals, data and other materials described as "Confidential", "Proprietary" or "Business Secret". The Contractor shall not disclose or publish the information and material received or used in performance of this Contract. This obligation is perpetual. The Contract imposes no obligation upon the Contractor with respect to confidential information which the Contractor can establish that: a) was in the possession of, or was rightfully known by the Contractor without an obligation to maintain its confidentiality prior to receipt from the County or a third (3rd) party; b) is or becomes generally known to the public without violation of this Contract; c) is obtained by the Contractor in good faith from a third (3rd) party having the right to disclose it without an obligation of confidentiality; or, d) is independently developed by the Contractor without the participation of individuals who have had access to the County's or the third (3rd) party's confidential information. If the Contractor is required by law to disclose confidential information the Contractor shall notify the County of such requirement prior to disclosure.

4.12 Insurance Requirements

Prior to the award of a contract, the Contractor shall obtain and maintain the minimum insurance set forth herein for the duration of this contract for itself and any subcontractor performing work. By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the

risks that may be applicable to the Contractor under this Contract. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. The Contractor shall maintain limits and scope of insurance no less than:

General Liability \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit;

Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage;

Workers' Compensation: Statutory requirements of the state of residency;

Employers Liability Stop Gap: \$1,000,000.

The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. Use the above exact language on the Endorsement Form. **The County requires this Endorsement to complete the Contract.**

SECTION 5 Scope of Work for Elevator Maintenance

PART 1 GENERAL

1.01 PURPOSE

The Contractor shall place into operation a continuing system of full maintenance to provide systematic service and preventive maintenance as described herein for elevator equipment.

1.02 HOURS OF SERVICE

The Contractor shall perform all work here within forty hours per week (except in emergencies and as otherwise authorized) during the regular working hours of the elevator trade. Regular working hours are 7:30 A.M. to 4:30 P.M., Monday through Friday. After hours work is defined as work which occurs before or after regular working hours. The Contractor shall obtain approval from the County's Building Superintendent responsible for the building within which work is to be performed prior to beginning any after hours work.

1.03 EMERGENCY SERVICE AFTER HOURS/RESPONSE TIME

The Contractor shall provide full twenty-four hour per day, seven days a week, emergency service, available at King County's request.

The Contractor shall respond within (1) one hour after receiving an emergency call for all County buildings other than the Seattle downtown core area buildings. The Seattle downtown core area buildings are: the King County Courthouse; King County Administration Building; King County Garage; King County Correctional Facility; King County Youth Services Center; and the Yesler Building. The Seattle downtown core area buildings require an emergency response time of (30) thirty minutes.

1.04 QUALIFICATION OF CONTRACTOR

The Contractor shall have at minimum (5) five years experience servicing comparable equipment and providing preventive maintenance in maintaining elevator equipment in first class condition. At least two (2) mechanics shall have previous experience with computer logic equipment. The Contractor shall have successfully engaged in such work and possess a license by regulatory authorities for a period of not less than five (5) consecutive years immediately preceding the award of this contract.

1.05 BACKGROUND CHECK SUBMITTAL

All Contractor employees performing work shall undergo and pass a background investigation conducted by King County Department of Adult and Juvenile Detention. The apparent successful bidder shall submit a list of all employees to the Building Superintendent, Jim Nitz, prior to contract award. The Contractor shall not perform any work until the background checks have been completed and approved by King County.

1.06 CONTRACTOR PERFORMANCE

The work shall be performed by and under the supervision of a skilled, experienced, elevator service technicians directly employed and supervised by the Contractor. All Contractor employees performing work under this contract shall be satisfactory to King County.

1.07 CODE COMPLIANCE

The Contractor shall abide by all existing laws, codes, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed. The elevators shall be maintained by the Contractor in first class operating condition. The Contractor shall furnish all materials, parts and labor, and comply with all requirements of the latest edition and / or revision of the American Standard Safety Code ANSI A17.1.

1.08 BILLING ADDRESS

Send invoices, statements and other account information to:

King County FMD –Department of Executive Services
500 4th Avenue, Room 800
Seattle, WA 98104

The above address may vary when buildings with elevators are added. Added buildings may be under different departmental control than the Facilities Management Division. Examples are: the Department of Transportation, Metro Transit, King County Airport, Roads Services Division; the Department of Natural Resources and Parks etc.

1.09 CONTRACTOR PARKING

In building locations where parking is restricted, the County will assign and authorize Contractor parking space(s) for work performed under this contract. All unauthorized parking shall be at the expense of the Contractor.

1.10 BUILDING ADDITIONS AND DELETIONS

The County reserves the right to add or delete buildings “as needed” during the contract term.

Currently there are several elevator Contracts for County buildings throughout King County which will expire within the next few years. Metro Transit by itself has eight bus bases, the tunnel which is currently under renovation, and several additional buildings all with elevators. Prior to the expiration of these contracts, the Contractor awarded this ITB, shall be given the offer of providing Scheduled Elevator Maintenance Service and On-Call Service and Repair for those additional buildings.

1.11 KING COUNTY ELEVATORS TO BE MAINTAINED AS DESCRIBED HEREIN:

Location	Description of Elevators	No. Elevators/Stops/Openings
King County Courthouse 516 3 rd Avenue Seattle, WA 98104	8 each Westinghouse Selectomatic elevators, automatic 2 each Westinghouse elevators, manual 1 each double door Sound Co. freight elevator 1 each, single door Sound Co. freight/jail staff elevator V.P.L. Series 2000 wheel chair lift, Cheney, Division of Access Industries	4 @ 9 stops, 9 openings 4 @ 12 stops, 12 openings 2 @ 9 stops, 9 openings 14 stops, 21 openings 13 stops, 13 openings 10 th floor
Administration Building 500 4th Avenue Seattle, WA 98104	4 each, Haughton Auto, Sigmatic control, passenger elevators, 3,000 lb. capacity, gearless traction 1 each Garaventa Stair (wheel chair) lift, type SP/SPE platform	4 @ 9 stops, 9 openings 4 th floor
Yesler Building 400 Yesler Way Seattle, WA 98104	2 each, Dover elevators, automatic 2500 lb. capacity, passenger	2 @ 7 stops, 7 openings
King County Garage 415 6 th Avenue Seattle, WA 98104	2 each, Schindler elevators, automatic, 2500 lb. capacity – Currently under New Warranty Service through 12/01-07	2 @ 9 stops, 9 openings
King County Correctional Facility 500 5 th Avenue Seattle, WA 98104	10 each, Montgomery, electric gearless 2500 – 4500 lb.	2 @ 9 stops, 9 openings 3 @ 10 stops, 20 openings 1 @ 12 stops, 12 openings
Barclay Dean Bldg 4623 7 th Ave. S. Seattle, WA 98104	1 each, Schindler elevator, automatic, hydraulic	1 @ 2 stops, 2 openings
Youth Services Center 1211 East Alder Seattle, WA 98122	2 each, US elevators, pass. hydro, 2,500 lb. 1 each, Dover elevator, pass. hydro, 4,000 lb. 1 each, Dover elevator, pass. hydro, 3,500 lb. 1 each, Sterling elevator, pass. hydro, 4500	1 @ 5 stops, 5 openings 1 @ 6 stops, 6 openings 1 @ 2 stops, 2 openings 1 @ 3 stops, 3 openings 1 @ 2 stops, 2 openings

Location	Description of Elevators	No. Elevators/Stops/Openings
North District Multiservice Center 10501 Meridian Avenue North Seattle, WA 98122	1 each Western Passenger Elevator	1 @ 2 stops, 2 openings
Blackriver, DDES Facility 900 Oakesdale Avenue Southwest Renton, WA 98055	2 each Dover Passenger Elevator	2 @ 3 stops, 3 openings

PART 2 PRODUCTS

2.01 MAINTENANCE MATERIALS

The Contractor shall supply lubricants, cleaning materials, paint, cotton, waste containers and all other materials required to perform the work described herein. All lubricants shall be the type recommended by the manufacturer of the elevator equipment.

2.02 PARTS LIST

The items indicated in the listing are a representation of commonly used routine parts primarily used in the King County Courthouse and other facilities.

King County Courthouse			
Quantity	Name	Description	Type
1	Load Weighing Card		379861G01
1	Speed Supervision P.C. Board		166624G02
1	SPEED Control P.C. Board		140352G04
1	Power supply P.C. Board		157103G02
1	Speed Reference P.C. Board		166628G01
1	Current Adjusting Card		140252G07
1	Firing Card		140216G02
1	Supervisory Card		140383G02
1	P.C. Board		55011G02
1	P.C. Board		55007G04
1	P.C. Board	Bam-88	354955G01
1	P.C. Board	SREG900	165812G01
1	P.C. Board	MAT-88	55031G04

King County Courthouse			
Quantity	Name	Description	Type
1	P.C. Board	CPU-286	395051G01
1	P.C. Board	MEM-286	395057G05
1	P.C. Board	RS422-81	160154G02
1	P.C. Board	X10-88	357294G01
1	P.C. Board		477664G02
1	P.C. Board		390584G01
1	P.C. Board	Brake	058-8502-01

King County Administration Building		
Name	Description	Type
Amplifier PCB	Assy #	3-40143-01
	Schematic Assy #	3-40162-12
High Voltage PCB	Assy #	3-40155-92
	Schematic Assy #	3-40155-91
ELC Pattern Gen Board	Assy #	3-40181-91
	Etched Board #	3-40183-65
	Schematic Assy #	3-40179-95
SCR Trigger & Monitor PCB	Assy #	3-40143-02
	Schematic Assy #	3-40162-14
Excess Error Monitor	Assy #	3-40162-07
	Etched Board #	3-40162-06
	Schematic Assy #	3-40162-05
Level Switch Decoder PCP	Assy #	3-40181-58
	Etched Board #	3-40183-52
	Schematic Assy # Ref. only	3-40181-57
ELC Leveling control PCB	Assy #	3-40179-99
	Etched Board #	3-40184-22
	Schematic Assy #	3-40179-87

King County Correctional Facility	
Quantity	Type
2	CPU I/O Card Rack
2	CPU P.C. Board
2	I/O Card Rack
2	I/O Interface P.C. Board
1	Bi-Logic Output P.C. Board
2	Resistor Boards
4	P.C. Timer Boards
1	Universal Input P.C. Board
1	1000 VA Transformer
1	Pulse Distribution P.C.B.
3	Overload Relays
1	Armature Cooling Fan
1	Field Power Distribution P.C.B.
1	Linear Acceleration/Deceleration P.C.B.
1	Precise Reference P.C.B.
2	Multiple Operational Amplifier P.C. Board
1	Performance Comparitor P.C.B.
1	6 Pulse Firing P.C.B.
1	Complete Safety Edge Assembly
1	Complete Photo Electric Eye Unit
12	Hoistway Door Hanger Rollers
6	Reel Closers
12	Door Pick-Up rollers
6	Electrical/Mechanical Hoistway Door Interlocks
6	Static Floor Selector Switches (M F S)
6	Magnetic Leveling Units

The Contractor may store routine parts on County premises in the elevator machine rooms upon approval from the Building Superintendent. It is highly desirable that adequate parts and materials inventory be maintained to achieve minimal down time for service and repairs.

2.03 MICROPROCESSORS

The Contractor shall have in stock and available for immediate usage an inventory of replacement parts for all microprocessor equipment used in the elevator system. All diagnostic equipment, microprocessor printed circuit boards, solid state circuitry parts and reprogramming capabilities shall be OEM parts.

2.04 WASTE CONTAINERS/DEBRIS

The Contractor shall provide metal fire safe UL approved waste containers in each machine room. In addition, the Contractor shall keep all machine rooms free of debris.

2.05 INVENTORY INSPECTION

The Contractor agrees that the County may, on any working day exercise the right to inventory and examine parts stored by the Contractor in the elevator machine rooms of buildings under contract. In order to achieve minimal downtime, the Contractor is required to maintain an adequate inventory of spare parts and materials. If a pattern of excessive downtime is found due to lack of inventory, the Contract may be subject to cancellation.

PART 3 EXECUTION

3.01 GENERAL

The Contractor shall furnish all material, labor, supervision, tools, supplies and equipment necessary to provide full maintenance service, including all inspections, adjustments, tests, microprocessor work, parts replacement, and repairs to maintain the elevators in continuous use at their established capacity and efficiency for their intended purpose. The elevators shall be maintained in first-class operating condition meeting the elevator's initial performance ability. All maintenance adjustments and repairs shall be in compliance with the latest American National Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks; ANSI A17.1 and A17.2, including supplements (hereinafter referred to as ANSI A17.1).

3.02 STAND-BY ELEVATOR MECHANIC - MINIMUM TIME ON JOB SITE

The Contractor shall provide (1) one qualified stand-by elevator mechanic for the Seattle downtown core area buildings to perform preventive maintenance for a minimum of 40 hours per week. Documentation of all preventive maintenance and time spent at the job site shall be submitted monthly in a report to the King County Building Superintendents, Spencer Buffington, Jim Nitz, Jon Staab and other staff as assigned. Assignment of the full time standby elevator mechanic applies to the Seattle downtown core area buildings only. Expected response time at these facilities is 30 minutes. In addition, the stand-by elevator mechanic shall check the daily maintenance log at the beginning of each shift and respond in writing (via log) to each service problem or repair.

3.03 MECHANIC'S CHECK-IN/CHECK CHART

The Contractor's standby elevator mechanic shall check into the County Building Superintendent's office upon arrival and departure of each shift. The Contractor's standby elevator mechanic shall maintain a check chart in the machine room of each facility listing the items to be performed. The chart shall be kept current at all times by the Contractor's personnel. Bidders shall upon request, submit a copy of their firm's check chart form.

3.04 SCHEDULED ELEVATOR MAINTENANCE WORK /ADDITIONAL WORK

All items as shown in Exhibit A shall be performed under the scope of this contract. The routine preventive maintenance specified is considered the minimum for all elevators. If the elevators covered by this contract require additional work outside of the monthly maintenance cost the Contractor shall submit to King County an estimate of work to be performed. All estimates shall be signed and approved by King County prior to the Contractor performing any services. The estimate shall be based upon the bid hourly rate under Schedule C Wage & Labor Costs and the discount off of list price indicated in Schedule B Parts & Materials Cost of the Pricing Section. The Contractor shall be responsible for purchasing all parts required for additional work, and shall be reimbursed per Schedule B. The additional work may include repair or replacement of building items, such as hoistway or machine room walls and floors, car enclosures, car finish floor material, hoistway entrance frames, doors and sills, and signal fixture faceplates

3.05 SCHEDULED ELEVATOR MAINTENANCE WORK

All items as shown in Exhibit A shall be performed under the scope of this contract. The Scheduled Elevator Maintenance specified is considered the minimum for all equipment. If specific equipment covered by this contract requires additional maintenance for safe and reliable operation the Contractor shall perform the required maintenance upon approval from the County Building Superintendent. Repair work may consist of any of the following: replace building items, such as hoistway or machine room walls and floors, car enclosures, car finish floor material, hoistway entrance frames, doors and sills, and signal fixture faceplates.

3.06 SCHEDULED ELEVATOR MAINTENANCE SCHEDULE

The Contractor shall examine and maintain each elevator in accordance with the frequencies in Exhibit A.

3.07 EXCLUSIONS FROM SCHEDULED ELEVATOR MAINTENANCE

The following items are excluded as normal maintenance work under this contract:

- A. Repairs required because of negligence, accident or misuse of the equipment by anyone other than the Contractor, his employees, sub-contractors, or agents, or other causes beyond the Contractor's control except ordinary wear. The Contractor shall report any damage due to negligence.
- B. Repair or replace building items, such as hoistway or machine room walls and floors, car enclosures, car finish floor material, hoistway entrance frames, doors and sills, and signal fixture face-plates.
- C. Mainline and auxiliary disconnect switches, fuses and feeders to control panels.
- D. Lamps for car and machine room illumination.
- E. Underground hydraulic piping and cylinders.

3.08 SCHEDULED ELEVATOR MAINTENANCE EQUIPMENT PERFORMANCE

The Contractor shall maintain at all times the original contract speed in feet per minute. Perform all adjustments required to maintain the proper door opening and closing time, within limits of applicable codes. Check the operating system for each unit or group of units continuously and make necessary corrections to ensure all circuits are correct and time settings are properly adjusted. The Contractor shall conduct periodic evaluations of equipment performance, including car speed, door operations,

riding quality, and car leveling. Following such evaluations, the Contractor shall perform adjustments, repairs, and replacements required to maintain the manufacturer's specifications for operating performance. A copy of evaluations will be kept with the Contract Administrator.

3.09 SCHEDULED ELEVATOR MAINTENANCE PERFORMANCE REQUIREMENTS

The Contractor shall maintain the following minimum performance requirements of the elevator's designated below:

- A. Speed: +/- 5% under any loading condition
- B. Capacity: Safety lower, stop and hold up to 125% rated load
- C. Stopping Accuracy: $\pm 3/8$ " under any loading condition
- D. Door Closing Time, Thrust and Kinetic Energy shall comply with ANSI Code.
- E. Floor to Floor Performance Time: Floor to floor performance time (from time door starts closing at one floor to 3/4 opened and level on next successive typical floor, regardless of loading conditions or direction of travel. Required floor-to-floor performance times are shown on the equipment description schedule. (Refer to Section 1.14)

In accomplishing the above requirements, the Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel.

3.10 MICROPROCESSOR REPROGRAMMING

The elevator Contractor shall have full capabilities to reprogram or change the program of the elevator microprocessor. The elevator Contractor's service technicians shall carry diagnostic equipment designed to analyze programming and microprocessor functions and malfunctions.

3.11 MAINTENANCE PROCEDURES

The performance of all maintenance service procedures specified herein shall be in accordance with established industry procedures.

3.12 TEMPORARY OUT OF SERVICE SIGN

A Temporary Out of Service Sign shall be posted for all elevator work requiring more than ten (10) minutes of down time. Upon completion of work, the Temporary Out of Service Sign shall be immediately removed. Such signs shall be approved by King County for format prior to use.

3.13 ALTERATIONS AND ADDITIONS

The Contractor shall make no alterations or additions to the equipment without prior written approval from a King County Building Superintendent.

3.14 SAFETY TESTS

The Contractor shall make periodic tests and maintenance inspections of all elevator equipment as required by current applicable safety codes for elevators including annual and five-year tests. Written reports of tests shall be submitted to King County and, in the case of running safety test, prior notification shall be provided so that a representative of King County may witness the test.

3.15 COMPLIANCE WITH GOVERNMENTAL INSPECTIONS

When considered necessary by the State elevator inspector or other appropriate persons, hoisting ropes, compensating ropes and/or governor ropes will be renewed by the Contractor. The Contractor

shall be required to install new attachments as may be recommended or directed by insurance companies, federal, state, municipal or governmental authorities, subsequent to the date of contract. Labor and materials to perform these services are included in this contract as additional work, and not as routine maintenance.

- A. The Contractor shall be responsible for all call-backs resulting from a deficiency that the Contractor failed to correct in the preventative maintenance process or a prior repair.
- B. Contractor shall assist with periodic inspection and testing of the firefighters' service in accordance with ASME/ANSI A17.1 Rule 1002.2f and standby power operation in accordance with ASME/ANSI A17.1 Rule 1002.2g. Test shall be scheduled by King County during regular or overtime hours 2 times per year.

316 KING COUNTY ESCORT

King County Adult Detention may require and provide an escort for the Contractor's technician at the Correctional Facility during maintenance work.

SECTION 6 Bid Response

6.1 Rules of Price Evaluation

Bidders must complete and attach the Reference Questionnaire (Section 6), and bid on all items in Schedules, A, B, and C to be considered responsive.

Bids meeting all requirements of this ITB will be evaluated on price.

6.2 Prompt Payment Discount

Prompt payment discounts offered by Contractors shall be used to calculate the low bid provided the discount offered allows a minimum of 20 days for payment. The number of days is calculated from the date of acceptance of goods and/or services or from the date a complete invoice is date stamped as received by King County, whichever event occurs last, and the check/warrant date. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if:

- A. The date printed on the invoice is more than three days earlier than the invoice receipt date;
- B. The delay is caused awaiting a credit memo, invoice correction, adjustment or reissue;
- C. An invoice is received prior to receiving goods ordered.

Prompt pay discount offered _____ % - _____ Days, Net _____

6.3 Pricing

In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.

Schedule A: Monthly Maintenance Costs

Item#	Description (All Bid Prices Do Not Include Sales Tax)	Monthly Price	Cost Per Year
1	King County Courthouse	\$ _____	\$ _____
2	King County Administration Building	\$ _____	\$ _____
3	King County Garage	\$ _____	\$ _____
4	King County Correctional Facility	\$ _____	\$ _____
5	King County Yesler Building	\$ _____	\$ _____
6	Youth Services Center, Alder Tower	\$ _____	\$ _____
7	Youth Services Center, Spruce Addition	\$ _____	\$ _____
8	Youth Services Center, Kitchen Area	\$ _____	\$ _____
9	North District Multiservice Center	\$ _____	\$ _____
10	KC Evidence Storage Facility (Barclay Dean Building)	\$ _____	\$ _____
11	Blackriver, Dept. of Developmental & Environmental Services	\$ _____	\$ _____
Schedule A: Total			\$ _____

Schedule B: Parts and Materials Costs

Parts and materials costs shall be based upon the manufacturer's list price at the time of installation. The County is seeking a Discount Off of List Price Multiplier, which shall be used to compute the final cost of parts and materials. The Discount Off of List Price Multiplier is created by subtracting the discount percentage from the number one (1).

Example: a Discount Off of List Price of 5% would equal 1 minus .05 which equals a Discount Off of List Price Multiplier of .95. If a part's list price was \$10.00, and the Discount Off of List Price multiplier was .95, the Discounted price would be \$9.50.

The Discount Off of List Price Multiplier shall be used on all parts and materials supplied by the Contractor.

\$10,000 Times the bid Discount Multiplier _____% = Parts & Materials Cost of \$_____

Schedule B Total: \$_____

Schedule C: Wage & Labor Costs

Item#	Quantity	Description	Unit Price	Extended Price
1	120 Hours	Mechanic Labor rate, prevailing wage, 8 AM – 5:00 PM, Monday Through Friday	\$_____ / Hour	\$_____
2	120 Hours	Crew Repair (Mechanic & Helper Team) Labor rate, prevailing wage, 8 AM – 5:00 PM, Monday Through Friday	\$_____ / Hour	\$_____
3	120 Hours	Supervisor Labor rate, prevailing wage, 8 AM – 5:00 PM, Monday Through Friday	\$_____ / Hour	\$_____
4	120 Hours	Helper Labor rate, prevailing wage, 8 AM – 5:00 PM, Monday Through Friday	\$_____ / Hour	\$_____
5	65 Hours	Mechanic Labor rate, prevailing wage, 4:31 PM through 7:59 AM, Monday Through Friday; All Day Saturday, including Service Call Backs.	\$_____ / Hour	\$_____
6	65 Hours	Crew Repair Labor rate, prevailing wage, 4:31 PM through 7:59 AM, Monday Through Friday; All Day Saturday, including Service Call Backs.	\$_____ / Hour	\$_____
7	65 Hours	Supervisor Labor rate, prevailing wage, 4:31 PM through 7:59 AM, Monday Through Friday; All Day Saturday, including Service Call Backs.	\$_____ / Hour	\$_____
8	65 Hours	Helper Labor rate, prevailing wage, 4:31 PM through 7:59 AM, Monday Through Friday; and All Day Saturday, including Service Call Backs.	\$_____ / Hour	\$_____
9	25 Hours	Mechanic Labor rate, prevailing wage, after 5:00 PM Saturdays; Sundays and Holidays including Service Call Backs.	\$_____ / Hour	\$_____

Item#	Quantity	Description	Unit Price	Extended Price
10	25 Hours	Crew Repair Labor rate, prevailing wage, after 5:00 PM Saturdays; Sundays and Holidays including Service Call Backs.	\$_____ / Hour	\$_____
11	25 Hours	Supervisor Labor rate, prevailing wage, after 5:00 PM Saturdays; Sundays and Holidays including Service Call Backs.	\$_____ / Hour	\$_____
12	25 Hours	Helper Labor rate, prevailing wage, after 5:00 PM Saturdays; Sundays and Holidays including Service Call Backs.	\$_____ / Hour	\$_____
Schedule C Total:				\$_____

Schedule A Total: \$_____

Schedule B Total: \$_____

Schedule C Total: \$_____

Grand Total:(Transfer to Title Page): \$_____

EXHIBIT A

SPECIFICATIONS - PREVENTIVE MAINTENANCE SCHEDULE

TRACTION ELEVATORS (Including Dumbwaiters)

NOTE: All weekly scheduled work shall be performed on a semi-monthly schedule for dumbwaiters.

CONTROLLERS & RELAY PANELS:

(WEEKLY)

Observe wiring and alignment. Check contacts for excessive burning. Clean manually.

CAR & COUNTERWEIGHT RAIL LUBRICATORS:

(QUARTERLY)

Check and fill.

CAR DOORS:

(QUARTERLY)

Clean tracks and sheaves, chains (freight). Check gibs, guides, upthrust. Disassemble and clean door (gate) contact.

DOOR & GATE OPERATORS (CLOSER):

(QUARTERLY)

Clean and lubricate, check setscrews and contacts. Check shaft bearings, alignment and operation of cams.

HOISTWAY DOORS, CAR TOP:

(QUARTERLY)

Clean tracks and sheaves, chains (freight). Check door closers (reel type-weighted-spring). Check door interlocks, pick up rollers, etc. Clean car top, pit, machine room and equipment. Lubricate car fan and blower.

MACHINES:

(WEEKLY)

Motors - Check brushes, connections.

(QUARTERLY)

Check all fastenings including drive sheaves and ring gear bolts. Observe worms and gears for backlash, leaks, check oil level. Machine - sleeve bearing type- check oil level, clean. Motors - sleeve bearing type - check oil level, clean. Observe oil ring operation. Check brake lining and brake adjustment. Older internal gear machine - lubricate exposed spur gear.

(ANNUALLY)

Clean brake plunger - use elevator manufacturer's recommended lubricant. Check oil level, dash pot brakes. Check for sludge. Lubricate machine sheaves shaft roller bearings.

(BI-ANNUALLY)

Clean and refill worms and gears with worm gear oil.

GOVERNORS:

(WEEKLY)

Check and fill governor (oil cups).

(SEMI-ANNUALLY)

Lubricate governor (grease fitting).

CONTROLLERS:

(SEMI-ANNUALLY)

Check all resistance tubes, grids and connections. Lubricate contractor armature shafts.

(ANNUALLY)

Check settings and operation of overloads. Remove and clean fuses, clean fuse holders. Damping motor, speed regulator (pilot generator). Check brushes commutators. Lubricate if necessary. Check controller voltages.

ROPES:

(SEMI-ANNUALLY)

Check hoisting ropes, grooves, hitches and equalize cable tension. Lubricate. Check governor rope, clamps, releasing carrier. Check compensating chain or rope and hitches.

HOISTWAY:

(WEEKLY)

Lubricate selector sheaves.

(QUARTERLY)

Lubricate oil cup type sheave bearings. Check sheave fastenings and grooves. Lubricate grease type bearings. Check adjustment of car shoes and/or roller guides. Lubricate guide shoe stems. Fill rail lubricators.

(SEMI-ANNUALLY)

Inspect limit switches (contacts, cam alignment). Check oil level of buffers (car and pit).

(ANNUALLY)

Check runby - (striker plate, car and counterweight to buffer). Check stiles for cracks, bends, rust, loose bolts. Check wear and insulation on traveling cable. Clean and check guide rails, clip, bolts, brackets.

MISCELLANEOUS:

(WEEKLY)

Check all indicating lights, lanterns and gongs. Check hall button operation.

(ANNUALLY)

Make slow speed, no load safety test. (Check and notify Services Manager when 5 year safety test is completed.)

HYDRAULIC ELEVATORS

MACHINES:

(SEMI-MONTHLY)

Maintain oil in tank at proper level.

(QUARTERLY)

Check tension and wear of V belts. Check for excessive leaks around valves and pump.

(ANNUALLY)

Motor bearings - per motor manufacturer's instructions.

JACK (complete assembly):

(SEMI-MONTHLY)

Check packing gland to see that too much oil is not carrying through. Check plunger for signs of leakage or rust.

CONTROLLERS:

(SEMI-MONTHLY)

Check contacts for excessive burning.

(SEMI-ANNUALLY)

Clean with blower, check alignment of switches, lubricate hinge pins. Check all resistance tubes and grids.

(ANNUALLY)

Clean fuse and holders.

DOOR AND GATE OPERATOR:

(SEMI-MONTHLY)

Clean and lubricate, check key, setscrews and contacts.

(SEMI-ANNUALLY)

Check shaft bearing alignment and operation.

CAR:

(SEMI-MONTHLY)

Check photocell. Check safety edge and retraction.

(QUARTERLY)

Check door contact. Check leveling switches. Check alarm bell system (push alarm button for operation each visit). Check retiring cam device, chains and fastenings. Check emergency switch (operate unit on each visit). Check adjustment of car shoes.

(SEMI-ANNUALLY)

Check door gibs for wear. Check door up-thrust adjustment. Lubricate guide shoe stems. Check contacts and switches in car operation panel, clean and lubricate.

(ANNUALLY)

Check door speeds. Check door relating cable tension. Check stiles for cracks or bends. Check car-steadying plates. Lubricate car fan or blower.

HOISTWAY:

(ANNUALLY)

Check hall button contacts and clean. Clean and check guide rails. Inspect limit switches. Check wear and insulation on traveling cable. Check junction box cable.

MISCELLANEOUS:

(QUARTERLY)

Check main line fuses for heating.

6.4 References

List the names and addresses of four (4) customers, for whom the bidder has performed or provided similar goods and/or services, preferably in Washington State, for a period not less than one (1) year. Include dates, contact persons and telephone numbers. Should any reference submitted by a bidder be found unsatisfactory, King County, at its sole option, may reject that bidder's bid. King County shall be the sole judge in determining a satisfactory/unsatisfactory reference response. **References and the following questionnaire must be submitted with bid.**

Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
Dates: _____

Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
Dates: _____

Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
Dates: _____

Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
Dates: _____

1. How long has your firm been engaged in full maintenance service of elevators?

2. Is your firm currently under a full service maintenance contract(s) for similar elevators as described in this bid?

How many similar elevators are currently under full service maintenance contract? _____

3. What is the number of employees actively engaged in repairing and servicing of elevators?

4. State the number of years, in the aggregate, that your employees have serviced, maintained and repaired elevators of the type described in this bid.

5. Do you have a representative stock of OEM parts for the elevators described in this bid?

If yes, what is the approximate value of your firm's parts inventory? \$: _____


6. Does your firm have at least two mechanics with previous experience in computer logic?

7. Please provide the name of a primary route mechanic and the number of years of experience in supervising maintenance crews:

Name: _____ No years: _____

Bid Opening Label

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

U R G E N T – SEALED BID ENCLOSED Do Not Delay – Deliver Immediately	
U R G E N T	 King County Bid No. IT13132-ART Bid Title Scheduled Elevator Maintenance, and On-Call Service & Repair Due Date Vendor
	King County Procurement & Contract Services Section Exchange Building, 8 th Floor 821 2nd Ave., EXC-FI-0862 Seattle, WA 98104-1598
U R G E N T	

Attachment A

Invitation to Bid IT13132-ART

King County Contracting Opportunities Program For Goods and Services Contracts

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods and services.

A "Small Economically Disadvantaged Business" (SEDB) means that a business and the person or persons who own and control it are in a financial condition which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is set at fifty percent (50%) of the Federal Small Business Administration's (SBA) small business size standards using the North American Industrial Classification System (NAICS) and Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SEDB by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County Contracting Opportunities Program Web-site at <http://www.metrokc.gov/exec/bred/bdcc/prog/kccontractopp.htm> or contacting the Program office at (206) 205-0711.

Application of the 5% Incentive Factor and Contract Award

This contract will be awarded to the lowest responsive, responsible bidder; provided, however, that if the bid price of a responsive, responsible SEDB is within five percent 5% of the bid price of the lowest responsive, responsible bidder, and that bidder is not a SEDB, then the contract shall be awarded to the low SEDB bidder.

All certified SEDB bidders must complete the information on the front page of this Invitation in the section of Bidder Identification and the certification information below in number 3.

() Check if firm submitting Bid is a Small Economically Disadvantaged Business Enterprise certified by King County that will perform the entire contract unassisted.

Name of SEDB Business

SEDB Certification Number

Owner Signature

Contact Person Name, Phone Number

Contact Person Email